



# Associate Opportunities

An Equal Opportunity Employer  
Supporting a Drug Free Workplace  
EOE/M/F/D/V

JOB OPPORTUNITIES FOR THE WEEK OF 6/13/2014 THROUGH 6/19/2014

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♦ 2900 CHINDEN BLVD. BOISE, ID 83714 ♦ (208) 343-1871 ♦ Job Line (208) 331-4950

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**Applications are accepted ONLY for positions identified on this listing not on hold**  
**All full time positions include medical, dental, vision, life, and 401(k).**  
**Applications are accepted M-F 8-5 in the Human Resources Office.**  
**Drug Testing and Background Investigations are a condition of employment.**  
**Applications must be filled out COMPLETELY to be considered.**  
**Applications will be considered only if minimum qualifications are met.**  
**See a Human Resources Representative if you have any questions or need assistance.**

## RESTAURANT

RESTAURANT SERVER FT/PT \$3.35 + TIPS. Serve guests, side work, and other duties as assigned by supervisor.

**MINIMUM QUALIFICATIONS:** MUST BE AT LEAST 19 YEARS OF AGE. MINIMUM SIX MONTHS SERVING OR CUSTOMER SERVICE EXPERIENCE REQUIRED. BE ABLE TO WORK IN A FAST-PACED ENVIRONMENT AND MULTI-TASK. MUST BE ABLE TO STAND FOR LONG PERIODS OF TIME AND WALK LONG DISTANCES. MUST BE ABLE TO LIFT AND CARRY A MINIMUM OF 25 POUNDS. MUST BE ABLE TO WORK NIGHTS, WEEKENDS AND HOLIDAYS, AND BE HIGHLY FLEXIBLE IN SCHEDULING. MUST POSSESS POSITIVE ATTITUDE AND BE OUTGOING. MUST BE ABLE AND WILLING TO HANDLE GUEST COMPLAINTS EFFECTIVELY. TIPS CERTIFICATION PREFERRED.

## FRONT DESK

GROUP SALES COORDINATOR FT \$9.75/HR - \$10.25/HR AFTER 90 DAYS. Answering multi-line phone to handle guest reservations, preparing reservations for future arrivals, input group arrival reservations, and help front desk clerks as needed. Act as lead contact between sales staff and reservations.

**MINIMUM QUALIFICATIONS:** MINIMUM OF ONE-YEAR DIRECT CUSTOMER SERVICE EXPERIENCE REQUIRED. PREVIOUS RESERVATIONS EXPERIENCE AND SUPERVISORY EXPERIENCE PREFERRED. MUST HAVE STRONG COMPUTER, CUSTOMER RELATIONS, AND TELEPHONE SKILLS. MUST BE ABLE TO COMMUNICATE EFFECTIVELY AND BE ABLE TO PROBLEM-SOLVE. MUST HAVE AN OUTGOING & POSITIVE DEemeanor. MUST BE FLEXIBLE IN SCHEDULING.

GUEST SERVICES AGENT(BELLPERSON) PT \$8.75/HR - \$9.0/HR after 90-days + TIPS Greets and welcomes guests. Tags and stores baggage for guests as needed, and maintains accurate records of incoming and outgoing baggage Drives the shuttle van for guests. Maintains cleanliness of the vans and neatness of bell closet. Delivers packages, faxes and messages to guests. Gives clear directions to all hotel facilities, guestrooms and local area attractions.

**MINIMUM QUALIFICATIONS:** MINIMUM OF ONE-YEAR CUSTOMER SERVICE EXPERIENCE REQUIRED, PREVIOUS GUEST SERVICES EXPERIENCE PREFERRED. MUST HAVE VALID DRIVER'S LICENSE WITH NO MARKS IN PAST THREE YEARS. CDL WITH PASSENGER ENDORSEMENT PREFERRED. MUST BE ABLE TO LIFT A MINIMUM 50 POUNDS AND BE FAMILIAR WITH LOCAL AREA. MUST BE ABLE TO WORK NIGHTS, WEEKENDS, AND HOLIDAYS, WITH FLEXIBILITY IN SCHEDULING. MUST HAVE A VERY OUTGOING PERSONALITY AND ABLE TO COMMUNICATE EFFECTIVELY.

FRONT DESK AGENT FT \$9.00/HR - \$9.25/HR after 90-days - Assist guest check-in's/check-out's, cash handling, posting changes, guest interaction, communicate knowledge of all hotel rates and promotions, PBX responsibilities, and other duties assigned by desk supervisor.

**MINIMUM QUALIFICATIONS:** MINIMUM ONE YEAR DIRECT CUSTOMER SERVICE EXPERIENCE REQUIRED, FRONT DESK EXPERIENCE PREFERRED. SIX MONTHS OF COMPUTER EXPERIENCE REQUIRED. STRONG CUSTOMER SERVICE SKILLS, NEAT APPEARANCE, AND PLEASANT HOSPITABLE ATTITUDE. MUST BE ABLE TO WORK NIGHTS, WEEKENDS, AND HOLIDAYS. MUST BE FLEXIBLE IN SCHEDULING. MUST BE ABLE TO COMMUNICATE EFFECTIVELY AND BE ABLE TO PROBLEM-SOLVE. MUST HAVE AN OUTGOING & POSITIVE DEMEANOR.

## **KITCHEN**

SOUS CHEF - FT – WAGE DOE. Participates in directing and controlling the operation of the kitchen staff, maintains cleanliness, food production, low cost operation. Provides supervisory guidance, reinforces training, and initiates disciplinary actions when necessary. Makes suggestions and recommendations for all matters pertaining to associates. Trains associates, ensures standards are followed expedites food, takes responsibility for shift during management absences. Assists in scheduling and maintaining staffing costs. Responsible for the control, storage, issue and production of food items and food order.

**MINIMUM QUALIFICATIONS:** MINIMUM OF ONE-YEAR KITCHEN SUPERVISORY EXPERIENCE IN SIMILAR SIZED ESTABLISHMENT REQUIRED. PREVIOUS HOTEL EXPERIENCE PREFERRED. MUST HAVE COMPLETE KNOWLEDGE OF ALL BASIC COOKING TECHNIQUES. MUST HAVE GOOD KNOWLEDGE OF MEAT CUTS, FISH TYPES, AND CHEESE/DAIRY PRODUCTS. COMPLETE KNOWLEDGE OF BANQUET AND ALA CARTE DINNING OPERATIONS. MUST BE FLEXIBLE IN SCHEDULING. ABLE TO WORK NIGHTS, WEEKENDS, AND HOLIDAYS.

SERVICE COOK FT \$8.50/HR - \$9.00/HR AFTER 90 DAYS. Prepare all foods as ordered by guests, both hot and cold. Prepare all supplies – both food and non-food as needed daily. Clean, organize, stock, and rotate all work areas and other duties as assigned by supervisors.

**MINIMUM QUALIFICATIONS:** MINIMUM ONE YEAR HIGH VOLUME/HIGH QUALITY COOKING EXPERIENCE REQUIRED. MINIMUM SIX MONTHS OF A LA CARTE DINING EXPERIENCE REQUIRED. MUST BE TEAM ORIENTED, SELF MOTIVATED, AND ENERGETIC. MUST HAVE A PROFESSIONAL APPEARANCE AND BEHAVIOR. ABILITY TO PERFORM BASIC COOKING SKILLS (GRILL, SAUTÉ, DEEP FRY, FLAT TOP) AND HAVE BASIC KNIFE SKILLS. MUST BE ABLE TO READ & PRODUCE ORDERS AS PLACED. MUST BE FLEXIBLE IN SCHEDULING, HOURS WILL VARY. ABLE TO WORK NIGHTS, WEEKENDS, & HOLIDAYS.

## **HOUSEKEEPING**

ROOM ATTENDANT FT \$7.25/HR \$7.60/HR AFTER 90 DAYS. Cleanliness of 16-18 guest rooms per shift, change linens daily, scrub and disinfect bathroom, dust and vacuum entire room, replenish supplies, report maintenance problems and complete any reasonable task requested by supervisor.

**MINIMUM QUALIFICATIONS:** HIGH STANDARD OF CLEANLINESS. MUST POSSESS PLEASANT, OUT-GOING, HOSPITABLE PERSONALITY, PREVIOUS EXPERIENCE IN SERVICE RELATED JOB HELPFUL. MUST MEET THE HIGH PHYSICAL DEMANDS OF THE POSITION. MUST BE ABLE TO STAND & WALK FOR LONG PERIODS OF TIME PUSHING A CART. MUST BE FLEXIBLE IN SCHEDULING AS HOURS MAY VARY, INCLUDING NIGHTS, WEEKENDS & HOLIDAYS.

DEEP CLEANING ATTENDANT FT \$7.25/HR \$7.60/HR AFTER 90 DAYS. Clean pre-determined set of rooms daily, scrub and disinfect bathroom, dust and vacuum entire room and shampoo when necessary, replenish supplies, report maintenance problems and complete any reasonable task requested by supervisor.

**MINIMUM QUALIFICATIONS:** HIGH STANDARD OF CLEANLINESS. MUST POSSESS PLEASANT, OUT-GOING, HOSPITABLE PERSONALITY, PREVIOUS EXPERIENCE IN SERVICE RELATED JOB HELPFUL. MUST MEET THE HIGH PHYSICAL DEMANDS OF THE POSITION. MUST BE ABLE TO STAND & WALK FOR LONG PERIODS OF TIME PUSHING A CART. MUST BE FLEXIBLE IN SCHEDULING AS HOURS MAY VARY, INCLUDING NIGHTS, WEEKENDS & HOLIDAYS.

## **ENGINEERING**

GENERAL MECHANIC – FT – WAGE DOE. To repair and maintain the physical features of the hotel and grounds. Completes all assigned work orders, completes room calls as assigned, changes light bulbs and ballasts, and cleans up grounds and parking lot. Repairs faucets, toilets and drains. Paints, stains and/or repairs interior and exterior finishes. Fills out a daily Engineering reports and completes other duties as assigned by supervisor. Provides for a safe work environment by following all safety and security procedures and rules.

**MINIMUM QUALIFICATIONS:** PREVIOUS MAINTENANCE EXPERIENCE PREFERRED. MUST BE FAMILIAR WITH HAND AND POWER TOOLS. MUST BE ABLE TO WALK LONG DISTANCES AND STAND FOR LONG PERIODS OF TIME. ABILITY TO READ, WRITE, AND SPEAK THE ENGLISH LANGUAGE. MUST BE ABLE TO WORK UNSUPERVISED. MUST BE ABLE TO LIFT A MINIMUM OF 50 POUNDS. MUST BE FLEXIBLE IN SCHEDULING AND ABLE TO WORK NIGHTS, WEEKENDS, & HOLIDAYS. TYPICAL SHIFT: SWING SHIFT TUES-SAT.